

Playground Inventory: Compile Essential Information Before Doing a Safety Audit

In order that all items and areas within a playground are considered in the playground safety audit, a carefully prepared facility inventory must be prepared.

Site Plan

The facility inventory should be accompanied with a site plan. Each piece of apparatus shown on the plan should be labeled with a unique and individual identification reference number and a brief descriptive name. The inventory ID number should be used to identify the park, playground, and item. This ID number should match the ID number for the item listed on the Playground Inventory – Equipment List sheet.

Playground Inventory Forms

The information recorded in the playground inventory is useful for several purposes:

1. The Equipment Inventory List itemizes every piece of equipment on the playground, the manufacturer, the date it was installed (to determine the age of each item), who installed it, and any supplemental information (such as whether IPEMA certification is on file).

Playground Inventory — Equipment List

Location: MOSS NEIGHBORHOOD PARK PLAYGROUND					Date: JUNE 15, 2002
ID		Date			
Num.	Item	Manufacturer	Installed	Installer	Notes
M-124	2-Bay Swing Frame	Parker PlayRight Inc.	1991	Part Dept Crew	New seats-1999
M-125	Duck Spring Rider	Happy Playgrounds	1998	Happy Playgds	IPEMA Cert.

2. The Manufacturer Information sheet should have two items copied directly from the Equipment Inventory List: the Item name and ID number for each piece of equipment. For each item, this sheet should have the name, postal address and phone number of the manufacturer.

Playground Inventory — Manufacturer Information

Location: MOSS NEIGHBORHOOD PARK PLAYGROUND					Date: JUNE 15, 2002		
ID		Zip					
Num.	Item	Manufacturer	Address	City	State	Code	Phone Num.
M-124	2-Bay Swing Frame	Parker PlayRight	318 Granite St	Jackson	PA	16844	814-555-1212
M-125	Duck Spring Rider	Happy Playgrounds	1155 Main St	Expo City	MI	93377	888-221-7777

3. The Manufacturers' Representative sheet should have the same two items copied from the Equipment Inventory List: the Item name and ID number for each piece of equipment. For each item, this sheet should have the name, postal address and phone number of the manufacturers' local representative.

Playground Inventory — Manufacturers' Representatives Information

Location: MOSS NEIGHBORHOOD PARK PLAYGROUND						Date: JUNE 15, 2002	
<i>ID</i>						<i>Zip</i>	
<i>Num.</i>	<i>Item</i>	<i>Manufacturer</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Code</i>	<i>Phone Num.</i>
M-124	2-Bay Swing Frame	Dave's @ Play	205 F Street	Hometown	PA	16801	238-1111
M-125	Duck Spring Rider	BestPlaygrounds	755 Maple	Hometown	PA	16801	238-2222

Compilation of this information will take some time, but will be very useful in the future.

On the next three pages are blank Playground Inventory forms. You may make copies of these forms to take inventory of your playgrounds. Or you may use their column headings for a computerized spreadsheet inventory file.

Playground Inventory — Equipment List

Location: _____

Date: _____

ID. Num.	Item	Manufacturer	Date Installed	Installer	Notes

Playground Inventory — Manufacturer Information

Location: _____

Date: _____

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